

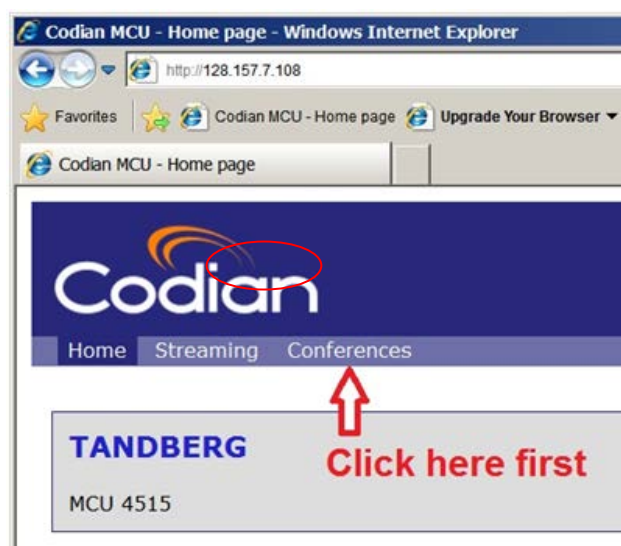
How to Use Conference Me

Thank you for allowing the Digital Learning Network™ to facilitate your NASA Virtual Visit. We will be using a Web Tool called **Conference Me** for our connection. All users should use the following link to access the Stennis Space Center DLN Conference Me video room.

1. Using Fire Fox or Internet Explorer, please click on the link below to connect our DLN Codian Bridge: <http://128.157.7.108>

To run Conference Me on your computer you will need to **INSTALL** a small JAVA Script on your computer and web browser. If you cannot install software on your schools computer you may have to get your District Technology Department to complete the installation before you can continue.

2. Next, select Conferences

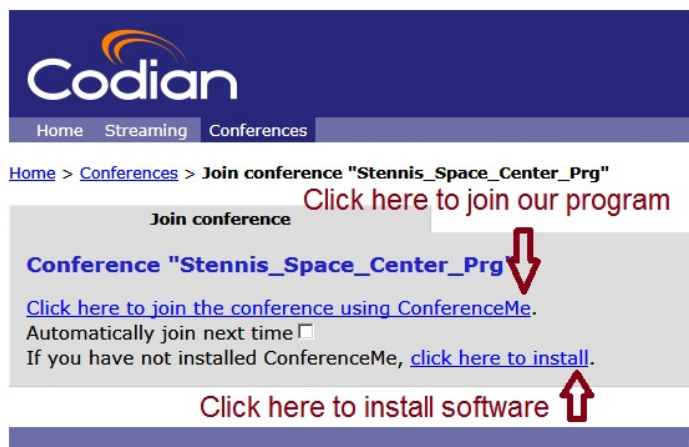


3. Now, click on link Conference Me for the "Stennis_Bridge"

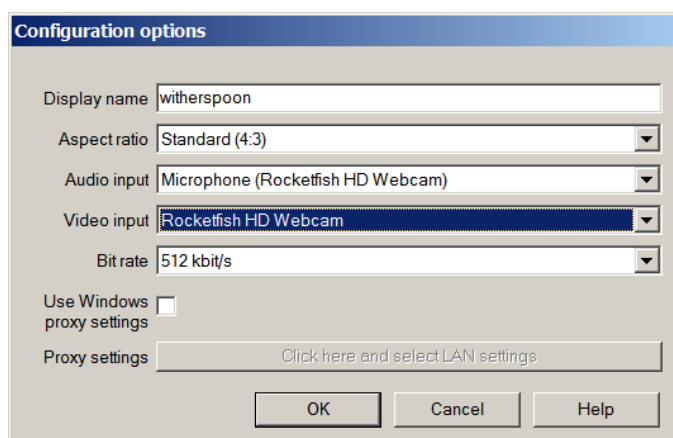
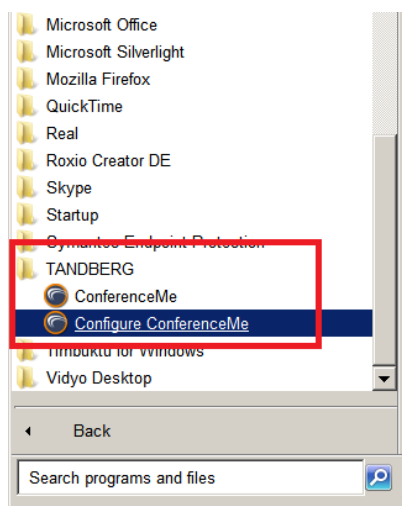


4. The last step is a two part process. If it is your first time to use Conference Me you need to install the “JAVA” Script software for Conference Me. “**Click here to install**”

Once you have installed the software, the next step is to click on the link “**Click Here to Join Conference**”. At this point you will be connected to our DLN Bridge. At this point you will see the video image **YOUR** web camera is capturing (in other words you will see yourself) or if I am already connected to the Bridge you will see my video and hear my audio.



5. **Trouble shooting** – if you do not see the presenter or the presenter cannot see or hear you, you can adjust your camera, speakers and audio settings. To adjust, go to your program files and look for a folder called **Tandberg**. Open this file and then click on **Configure Conference Me**. Under configure options; you can select your audio input and video devise. If you do not hear the presenter, this is a simple fix, check to make sure your speakers are plugged into your computer and turned on. Microphone problems; make sure your microphone is plugged into the correct port on your computer.



Recommendations for using Conference Me

- Use a wired network connection (**NO Wireless**) and disable wireless.
- Use recommended audio/video devices to prevent echo.
- Plug devices directly into your computer’s USB ports rather than a hub.
- If you are using a laptop avoid running on battery.
- Set your computer’s Power Plan to “High Performance”.